

Position Description

Contract Specialist

GS-1102-07

Duties:

Serves in an intermediate trainee level capacity in Career Program 14. Performs duties characteristic of the specific occupational series for GS-1102, accomplishing a variety of developmental duties in support of the overall work of the organization.

Assignments are selected to broaden skills and provide practical experience for progressively more complex assignments.

Performs assigned portions of professional or technical projects involving such duties as: purchase items using simplified procedures; makes credit card purchases; prepares incremental funding actions, options and administrative actions for both contracts and assistance agreements; assists specialists in contracting and assistance award and administration assignments; studies statutes, regulations, and policies.

Performs administrative duties such as: gathers and reviews a variety of narrative and/or statistical data to prepare reports; conducts analyses of data to prepare reports; conducts analyses of data to support conclusions or recommendations for action.

The specific duties assigned to this position will vary, depending upon the occupation in which the incumbent was hired, as well as the developmental needs of the individual employee. Further information concerning these duties will be recorded in the following documents: the employee's Individual Development Plan and the performance objectives document.

Performs other duties as assigned.

Evaluation:

Factor 1. Knowledge Required by the Position Level 1-6, 950 Pts

Knowledge of the principles, concepts, and methodology of the profession or administrative occupation that has been supplemented by skill gained through job experience and formal training in accordance with the requirements of the career program to permit independent performance of recurring assignments.

Factor 2. Supervisory Controls Level 2-2, 125 Pts

Works under close direction of the supervisor/team leader or higher graded employee. Work is assigned with specific and detailed instructions indicating what is required, timeframes, method and approach and desired results. The incumbent works as instructed using judgment to

recognize and refer situations not covered by instructions. Work is reviewed in progress and upon completion for technical accuracy and adherence to instructions.

Factor 3. Guidelines Level 3-2, 125 Pts

The incumbent refers to applicable guidelines such as specific regulations, policies, directives, instructions, manuals, texts and other related information. With more advanced assignments the incumbent is required to exercise a greater level of judgment in selecting technique among several alternatives. Minor deviation to standard process, procedure and instructions may be made. Situations requiring major deviations are referred to the supervisor.

Factor 4. Complexity Level 4-3, 150 Pts

The work typically includes varied duties that require different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issue involved in each assignment, and the chosen course of action may have to be selected from many alternatives.

Factor 5. Scope and Effect Level 5-2, 75 Pts

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

Factor 6. Personal Contacts Level 6-2, 25 Pts

The personal contacts are with employees in the same agency but outside the immediate organization. People contacted generally are engaged in different functions, missions, and kinds of work, e.g., representatives from various levels within the agency, such as headquarters, regional, district, or field offices, or other operating offices at the immediate installation.

Factor 7. Purpose of Contacts Level 7-1, 20 Pts

Contacts are generally for the purpose of obtaining and exchanging factual information related to performance of developmental planning assignments. Individuals and other agency representatives contacted are usually pursuing mutual goals and are generally cooperative.

Factor 8. Physical Demands Level 8-1, 5 Pts

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items and may involve travel to other locations.

Factor 9. Work Environment Level 9-1, 5 Pts

The work is performed in an office setting involving everyday risks or discomforts that require normal safety precautions deemed necessary.

TOTAL POINTS – 1480

POINT RANGE – 1355-1600 Points GS-07